



Meghalaya Energy Corporation Limited

**MEGHALAYA ENERGY CORPORATION LIMITED**



**OFFICE OF THE DIRECTOR (FINANCE),  
LUMJINGSHAI, SHORTROUNDROAD, SHILLONG-793001**

**RFP DOCUMENT**

**For engagement of Internal Auditors from reputed Firm/LLP of Chartered  
Accountants for the Financial Year 2025-2026 of:**

- 1. Meghalaya Power Generation Corporation Limited (MePGCL)**
- 2. Meghalaya Power Transmission Corporation Limited (MePTCL)**
- 3. Meghalaya Power Distribution Corporation Limited (MePDCL)**

**RFP No. MeECL/AAD/IA/412/BID-DOC/2024/9 Dated Shillong, the 7<sup>th</sup> March, 2025**

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## **Request for Proposal(RFP)**

**For engagement of Internal Auditor for the Financial Year 2025-26 of:**

- 1. Meghalaya Power Generation Corporation Limited (MePGCL)**
- 2. Meghalaya Power Transmission Corporation Limited (MePTCL)**
- 3. Meghalaya Power Distribution Corporation Limited (MePDCL)**

Sealed proposal in two part bid submission affixing a court fee stamp of ₹ 25.00 Rupees (Twenty-Five) only are invited by the Meghalaya Energy Corporation Limited (MeECL) through this Request for Proposal (RFP) from reputed Firm/LLP of Chartered Accountants for engagement of Internal Auditor for the Financial Year 2025-26 of:

- Meghalaya Power Generation Corporation Limited (MePGCL)
- Meghalaya Power Transmission Corporation Limited (MePTCL)
- Meghalaya Power Distribution Corporation Limited (MePDCL)

**Director Finance  
Meghalaya Energy Corporation Limited**





## Definitions

In this bid document (including all the appendices), unless the context otherwise requires the terms given below shall have the following meanings assigned to them:

- 1.1 "Addendum" shall mean any other document issued to the bidders in addition to the bid document by the MeECL in this context of the bidding process.
- 1.2 "Award of Contract" shall mean the issue of the Letter of Award.
- 1.3 "Bid/Tender" shall mean the proposal /document that the bidder submit in the requested and specified form as mentioned in bid documents.
- 1.4 "Bidder" shall mean the firm/party who quotes the offer against a tender or enquiry.
- 1.5 "Bid documents" shall mean all the documents issued to the bidder to procure works/services.
- 1.6 "BG" shall mean Bank Guarantee.
- 1.7 "Business" shall mean administrative or technical work relating to distribution/transmission/generation business.
- 1.8 "Companies Act" shall mean The Companies Act, 2013 (as amended or replaced from time to time).
- 1.9 "Contract" means the Contract Agreement entered into between the MeECL and the Firm /LLP, together with the Contract Documents referred to therein; all such documents shall constitute the Contract and the term Contract shall in all such documents be construed accordingly.
- 1.10 "Contract Value" shall mean the Original Contract Value, as adjusted after giving effect of changes in statutory taxes which is to be compensated by MeECL as per the contractual provisions (if any).
- 1.11 "EMD" shall mean Earnest Money Deposit.
- 1.12 "Controlling Officer" shall be the Officer in-charge of the Office under his jurisdiction.
- 1.13 "Instructions" shall mean any drawings and/ or instructions in writing, details, directions and explanations issued by the MeECL from time to time during the Contract Period.
- 1.14 "Month" shall mean calendar month.
- 1.15 "Service Recipient" shall mean Meghalaya Energy Corporation Limited, Meghalaya Power Generation Corporation Limited , Meghalaya Power





Transmission Corporation Limited and Meghalaya Power Distribution Corporation Limited.

- 1.16 "Services" shall mean on the services which the successful bidder required to provide under the scope of work to the Service Recipient under the Contract.
- 1.17 "Successful Bidder" shall mean the bidder who has received the letter of empanelment from the service recipient to execute the contract.
- 1.18 "Work Order" means written order signed by the Service Recipient after the successful bidder has acknowledged the LOA. This along with the LOA Specification, RFP Document and the bidders response to RFP shall constitute Part of the Contract.
- 1.19 "Work" shall mean services to be provided by the Firm /LLP "Work Order" or "Contract".

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**TIMELINES FOR THE BID:**

Sl. No.	Particulars	Date & Time
1)	Date of issuance of RFP	07.03.2025
2)	Start date and time of uploading Bids	10.03.2025 at 12.00 PM
3)	Pre-Bid Meeting (Online mode)	26.03.2025 at 11.30 AM
4)	Last Date & time for online submission of RFP	01.04.2025 at 3:00 PM
5)	Technical bid opening date	02.04.2025 at 1:00 PM
6)	Financial bid opening date	04.04.2025 at 1:00 PM
7)	Place at which tenders will be opened	MeECL's Conference Room Lumjingshai, Short Round Road, Shillong, Meghalaya – 793001

The complete proposal shall reach on or before the last date for online submission of RFP. For further details please contact the following contact officials :

1. Shri A Shabong – Chief Accounts Officer (Mobile No.- 8575037567) [e-mail- caomeecl@meghalaya.gov.in](mailto:caomeecl@meghalaya.gov.in)

2. Shri A K Rabha – Deputy Chief Accounts Officer (Mobile No.- 8787757624) [e-mail- dycaoaudit@meghalaya.gov.in](mailto:dycaoaudit@meghalaya.gov.in)

*A. K. Rabha*



**Meghalaya Energy Corporation Limited (MeECL)**

**(A Government of Meghalaya undertaking)**

**Lumjingshai, Short Round Road,**

**Shillong-793001.**

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**SECTION-1**

**REQUEST FOR PROPOSAL (RFP)**

**1. Background**

The Meghalaya Energy Corporation Ltd. (MeECL) is a Government Company, wholly owned by the Government of Meghalaya was incorporated under the Companies Act, 2013, on the 14<sup>th</sup> September 2009 and has inherited its business from the erstwhile Meghalaya State Electricity Board (MeSEB) in the year 2010. It has wholly owned three subsidiary companies namely, Meghalaya Power Generation Corporation Limited (MePGCL), Meghalaya Power Transmission Corporation Limited (MePTCL), Meghalaya Power Distribution Corporation Limited (MePDCL) which were incorporated on the 18<sup>th</sup> December, 2009 and are responsible, in the business of power generation, transmission and distribution respectively throughout the State as State Utilities.

**2. Scope of work**

The Audit Firm/LLP will be required to conduct the Internal Audit of Meghalaya Power Generation Corporation Limited (MePGCL), Meghalaya Power Transmission Corporation Limited (MePTCL), Meghalaya Power Distribution Corporation Limited (MePDCL) for the financial year 2025-2026.

**3. Offices under the purview of the Internal Audit:-**

- i. Meghalaya Power Generation Corporation Limited (MePGCL) –all offices under the jurisdiction of the Director (Generation), MePGCL, Shillong.
- ii. Meghalaya Power Transmission Corporation Limited (MePTCL)- all offices under the jurisdiction of the Director (Transmission), MePTCL, Shillong.
- iii. Meghalaya Power Distribution Corporation Limited (MePDCL)- all offices under the jurisdiction of the Director (Distribution), MePDCL, Shillong.
- iv. All the Paying Authority of the above Offices.





#### **4. Instructions to Bidders regarding the Technical Bid and Financial Bid(s)**

- 4.1 The Technical Bid and Financial Bid(s) duly digitally signed by the bidder will have to be submitted simultaneously by uploading the same in the website [www.meecl.nic.in](http://www.meecl.nic.in) in the prescribed manner for the same. Technical Bid and Financial Bid(s) must be submitted within the date and time stated in the RFP.
- 4.2 All documents submitted by the bidders should be properly indexed and digitally signed.
- 4.3 Both Technical Bid and Financial Bid(s), are to be duly digitally signed and submitted in the respective folders viz., technical folder and financial folder simultaneously in the website [www.meecl.nic.in](http://www.meecl.nic.in).
- 4.4 By participating in the Bid, the bidder confirms unconditional acceptance of all the terms and conditions of the RFP. Any Addendum/corrigendum to the RFP released on or after the start of Bid submission date, need not to be uploaded by the Bidder along with Bid Document.
- 4.5 Financial Bids will be considered only if the Technical Bid of a bidder is found qualified by the Corporation. The decision of the Corporation shall be final and absolute in this respect.
- 4.6 The list of responsive / technically qualified and non-responsive bidders will be uploaded on the website [www.meecl.nic.in](http://www.meecl.nic.in).

#### **5. Submission of proposal**

- 5.1 Eligible bidders may submit their proposals with Earnest Money Deposit and documents as set forth in the RFP to the following address:

***Office of the Director (Finance),  
Meghalaya Energy Corporation Limited,  
Lumjingshai, Short Round Road,  
Shillong-793001***

- 5.2 The proposal must be submitted in two parts:

##### **Part A-Technical Bid**

- 5.3 The Technical Bid should contain the following :

- a. Cost of tender
- b. Earnest Money Deposit
- c. Incorporation Certificate
- d. Eligibility criteria related document as detailed in Clause 7 below
- e. Undertaking for blacklisting on Non-Judicial Stamp Paper of Rs.100/- notarized

*Handwritten signature in blue ink.*



- f. Power of Attorney in the name of the person signing the bid duly notarized by appropriate authority.
- g. Undertaking for bid validity up to three months from the date of submission.
- h. Undertaking for no-deviation from criteria under RFP.

### **Part B-Financial Bid**

The Firm/LLP should submit the financial bid along with the RFP.

5.4 The Bidder should ensure that there is no alteration in the bid like overwriting, erasing, cutting etc.

5.5 The interested parties must attend the pre-bid meeting as per the scheduled date and time through virtual mode. During the pre-bid meeting, the bidder shall make a presentation demonstrating their capability and past experience. The time slot for the presentation shall be restricted to 15 minutes per bidder.

### **6. Non-Responsive Bids**

In case the bidder does not response to the queries/clarifications within 10(ten) days, if any from Meghalaya Energy Corporation Limited (MeECL), the bid shall be considered non-responsive and in such case, the bid shall not be considered for further evaluation and the EMD shall be forfeited.

### **7. Eligibility criteria for participation**

7.1 The Firm/LLP must be in practice for minimum ten years.

7.2 The firm must comprise of minimum 5 senior partners (more than 10 years post qualification experience) in last 3 years (2022-23, 2023-24, 2024-25) in continuity, out of which 3 partners shall have post qualification experience of more than 15 years.

7.3 The firm must be empanelled with the CAG and eligible for major audits.

7.4 The firm shall have average annual turnover not below Rs.1.00 crore (Rupees One Crore) in last three financial years i.e. (2022-23, 2023-24, 2024-25).

7.5 The Firm should not have conducted the Statutory Audit of MeECL or in any of its subsidiaries for immediately preceding F.Y. 2025-26.

7.6 Experience of working as Internal/Statutory Auditor for last three financial years (2022-23, 2023-24, 2024-25) in at least three Electricity Generation/ Transmission/ Distribution company having minimum turnover of Rs. 100 Crore for the respective financial year for which audit done.

7.7 At least one of the partners must have CIS/DISA(ICAI)Certificate.





7.8 The Firm LLP must have the necessary trading License from the concerned Autonomous District Council in Meghalaya for Non-Tribal Firms.

7.9 A bidder shall have to furnish the following documents to meet the eligibility criteria:

- i. Latest Registration Certificate of the Firm issued by the Institute of Chartered Accountants of India or Certificate of Incorporation in case of LLP.
- ii. In respect of Partners, Membership certificate of FCA/ACA as issued by the Institute of Chartered Accountants of India.
- iii. Certificates/Mark-sheets of CA-Inter issued by the respective Institute as evidence of qualifications of Semi-Qualified Assistants. Membership certificate issued by the ICAI in respect of the qualified persons.
- iv. Copy of PAN Card and GST Registration of firms/LLP.
- v. Copy of Income Tax Return for last three years (2022-23, 2023-24, 2024-25) with the audited Statement of Profit & Loss Account.
- vi. Copies of appointment letters for conducting Statutory Audit/Internal Audit for last three financial years (2022-23, 2023-24, 2024-25) in Electricity Generation/ Transmission/ Distribution company having minimum turnover of Rs. 100 Crore for the respective financial year for which audit done.
- vii. Valid Peer Review Certificate issued by ICAI (issued on or before 31.03.2025)
- viii. At least one of the partners must have CIS/DISA (ICAI) Certificate. Submit copy of certificate.
- ix. Average annual Turnover of the firm in last three financial years i.e. (2022-23, 2023-24, 2024-25) should be minimum 1 Crore .
- x. Any other documentary evidence to meet the 'Eligibility Criteria'.

5.9 for appointment of Internal Auditor, Technical Bid of the firms/LLPs fulfilling the above eligibility criteria shall be considered for opening the Financial Bid.

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### 8. Proportion for weightage:-

The Firm/LLP of Chartered Accountants will be selected through QCBS (Quality and Cost Based Selection) method. For QCBS, technical and financial score will be in proportion of 50:50.

### 9. Technical evaluation will be made on following criteria: -

Sl. No.	Criteria	Score(Minimum marks – Maximum Marks)	Documents to be submitted
1.	Age of firm:-Minimum 10 years after that 1 point for each extra completed years	10 -20	Incorporation certificate. (Completed years will be counted as on 1 <sup>st</sup> April 2025)
2.	No. of partners:- The firm must comprise of minimum 5 senior partners (more than 10 years post qualification experience) in last 3 years (2022-23, 2023-24, 2024-25) in continuity, out of which 3 partners shall have post qualification experience more than 15 years, after that 1 point for each extra partner.	10-15	Details of No. of Partners and documents regarding Latest Constitution Certificate
3.	Average annual Turnover of the firm in last three financial years i.e. (2022-23, 2023-24, 2024-25): Minimum 1 Crore after that 1 Point for each extra 10 lakhs in such Average annual Turnover of the firm in last three financial years.	10-30	Copy of Income Tax Return for last three years with the audited Statement of Profit & Loss Account.



4.	Experience of working as Internal/Statutory Auditor for last three financial years (2022-23, 2023-24, 2024-25) in at least three Electricity Generation/ Transmission/ Distribution company having minimum turnover of Rs. 100 Crore for the respective financial year for which audit done.  For additional company (more than 3 such Companies) having minimum turnover of Rs. 100 Cr. each company, 2 point extra will be given.	10-20	Appointment Letter and Audit completion certificate from concerned corporate
	b. Extra Points if firm has done Internal/Statutory Audit for at least three State PSU having turnover of Rs.100crore or more in last three years.	15	Appointment Letter and Audit completion Certificate from concerned corporate.

10. Financial Bids of those Firms/LLPs whose technical score above 70 only will be opened.

11. A final combined score will be arrived at by applying above mentioned relative weightage to the score of technical criteria & score of financial bid.

Example for QCBS is given hereunder:

Bidder	Technical Score (Assumed)=X	Financial Bid (Assumed)=Y	Financial Score $(L*100/Y)=Z$	Total Score $(X*0.50 + Z*0.50)$
A	90	7	85.71	87.86
B	80	7	85.71	82.86
C	60	6(L)	100	80

In the above case, Bidder 'A' will be selected on the basis of highest score as





per QCBS method. He will be paid Rs.7/-as per his quote even if his financial bid is higher or equal than other bidders.

**Other Terms and Conditions:-**

- 1) The Corporation reserves the right to negotiate with the highest scorer bidder to fix the lowest rate.
- 2) Bids are to remain valid for a period of 3months after the last date for bid submission as specified in this RFP. Bids valid for a shorter period shall be rejected as non-responsive.
- 3) The MeECL however reserves its right to change any of the aforesaid date for any reason by uploading revised dates in the website and displaying on the Notice Board of MeECL.
- 4) All standards, technical specifications and codes of practice referred to shall be to the latest Indian editions of the same, including all amendments and revisions thereto.
- 5) The MeECL reserves the right to reject any or all bids and to accept or reject any or all offers without assigning any reason whatsoever and would not be liable for any cost that might have incurred by any bidder for bidding. Conditional/incomplete bids will not be accepted under any circumstances.
- 6) During tender evaluation or even during engagement, if any record submitted by any bidder is found to be incorrect, manufactured, fabricated, untrue or false the bid of such bidder will be rejected and if order has already been awarded, the Order will be cancelled, without any prejudice to any rights of MeECL.
- 7) MeECL reserves the right to cancel the bidding process at any time without assigning any reason, whatsoever, and without entertaining any claim in this respect. This can be anytime prior to the deadline for submission of bids and in case of extension of deadline for the submission of bids, any time up to bid opening or any time after the bid is opened.

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MeECL may amend the Bidding Documents by issuing addenda/corrigendum. In order to give prospective bidders reasonable time in which to take an addendum/corrigendum into account.

8) In preparing their bids or for other causes and considerations, MeECL may also, at its discretion, extend the time for the submission of bids.

9) Bidders must submit all records, data and documents on which they wish to in support of their Technical Bid. Bidders will not be allowed to supplement data and documents submitted online, with additional data and documents during tender evaluation, except for those documents specially sought for by MeECL.

10) In case of any change in eligibility criteria of eligible bidders in post bidding stage or at the time of effecting services the Firm/LLP shall be intimated in writing of such changes.

11) Within scheduled submission timeline if bid re-submitted, the last submitted bid will be considered both for technical as well as financial evaluation.

12) The bidders shall have to comply with all relevant laws, regulations, practices and procedures of the Government of Meghalaya in connection with the tenders.

13) The language in the Bid documents and any related communication shall be conducted in English.

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## SECTION-2

### SCHEDULE OF REQUIREMENTS (SOR)

#### 1. AUDIT TEAM

- a) The Audit Team shall be supervised by minimum one Chartered Accountant assisted by adequate number of semi qualified assistants and Qualified persons.
- b) The Audit team will familiarize themselves with all Manuals, rules and regulations, and guidelines in force and in consultation with the concerned officials.
- c) Audit Firm shall not sub-contract the Audit work to any other third party.
- d) The Auditor may be requested for clarification to the Board.

#### 2. AUDIT TIMELINE

Scheduled	Period	Remarks
Annual Audit	1 <sup>st</sup> April,2025 to 31 <sup>st</sup> March,2026	The Annual Internal Audit Report of MePGCL, MePTCL, & MePDCL to be submitted to the Director Finance and should be completed by 30 <sup>th</sup> April, 2026.

#### 3. AUDIT REPORT

- a). The Internal Audit Report shall be carried out for the Financial Year 2025 - 2026, the draft of such to be discussed with the Director (Finance) and finalized with observation.
- b). The replies of the Internal Audit Observations for the financial year 2025-

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2026 shall be scrutinized by the Firm/LLP awarded the contract.

- c). The Annual Report in respect of unresolved observations along with management replies / comments shall be submitted to the Chairman cum Managing Director.
- d). The reports are to be submitted in two copies for the Annual audit to the Management addressed to the Director (Finance), MeECL, Shillong.
- e). The Auditor should also give their observation about the effectiveness of internal control system existing in the Company

#### 4. **AUDIT FEES**

The bidder is required to quote their audit fees/ remuneration inclusive of out-of-pocket expenses and no other claims above the quoted price will be entertained. The GST shall be paid extra as per actuals. The bids will be evaluated separately for three Corporations namely MePGCL, MePTCL and MePDCL. The prospective bidder shall submit separate price bid for maximum three Corporations.

#### 5. **PAYMENT OF AUDIT FEES**

- i. The fees are payable on completion of Annual Audit for the Financial year 2025-2026 and submission of Report subject to submission of satisfactory completion certificate issued by the Director (Finance), MeECL, Shillong.
- ii. TDS as applicable will be deducted.
- iii. GST will be charged on the fees extra.
- iv. 10% Security Deposit will be deducted or submission of Bank Guarantee equivalent to that amount, to be released on satisfactory completion of the contract.

#### 6. **PENALTY PROVISION**

- (i) The penalty of 5% of the Contract Value shall be imposed in case the internal audit is not completed within the Audit timeline as indicated at Sl. No. 2 above.
- (ii) Liquidated damages for delay in services can be recovered by the Paying Authority from the bills submitted by the Firm/LLP.





**7. PAYMENT CONDITION**

- (i) The bills should be submitted in triplicate complete in all respect.
- (ii) The tax invoices for professional services in respect of fees charged should be submitted in triplicate.
- (iii) Original vouchers should be raised against the name of the audit Firm/LLP with date and properly signed thereon.
- (iv) The Audit report which will be submitted by the Firm/LLP will be subject to review by the management, if any deficiencies are found in the reports, the same may be returned back to the Firm/LLP for rectification. As such the payment may be released to the Firm/LLP only upon receipt of the revised audit report after rectification of the deficiencies.

**8. PAYING AUTHORITY**

The paying authority shall be the Chief Accounts Officer, MeECL, Shillong.

**9. COST OF TENDER**

The cost of tender (non refundable ) amounting to **₹ 5,000.00 (Rupees Five Thousand) only** to be payable by the Bidder through Demand Draft/Bankers Cheque from any Nationalised Bank payable in favour of 'Meghalaya Energy Corporation Limited, Shillong , Meghalaya'.

**10. EARNEST MONEY DEPOSIT**

The Bidder should submit Earnest Money Deposit of Payable by Demand Draft/Banker Cheque in favour of Principal Account, MeECL **Rs 50,000.00 (Rupees Fifty Thousand) only**, along with the Technical Bid through Demand Draft/Bankers Cheque from any Nationalised Bank payable in favour of 'Meghalaya Energy Corporation Limited, Shillong , Meghalaya'.

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## SECTION-3

### GENERAL TERMS & CONDITIONS (T &Cs)

#### 1. ELIGIBILITY

As mentioned above under clause No. 5 of Section-1: Request for Proposal (RFP).

#### 2. LIMITATION OF LIABILITY

Except in cases of gross negligence or willful misconduct or indulging in corrupt practice: - neither party shall be liable to the other party for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs.

#### 3. FORCE MAJEURE

a) The Firm/LLP shall not be liable for termination for default if and to the extent that delays in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

b) For the purposes of this Contract, Force Majeure would be limited to the happening of one or more of the exceptional events or circumstances listed below at the place where performance of the Contract cannot be said to be carried out by reason of operation of such event:-

i. War, hostilities (whether war be declared or not), invasion, act of foreign enemies

ii. Rebellion, terrorism, revolution, insurrection, military or usurped power, or civil war;

iii. Riot, commotion, disorder, strike or lockout by persons other than the Firm/LLP's personnel and employees;

iv. Natural catastrophes such as earth quake, hurricane, typhoon or volcanic activity. If a Force Majeure situation arises, the Firm/LLP shall promptly notify MeECL in writing of such condition and cause thereof. Unless otherwise directed by MeECL in writing, the Auditor

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shall continue to perform its' obligations under the Contract as far as reasonably practical, and shall seek all reasonable alternative means at its cost for performance not prevented by Force Majeure event.

#### 4. CONTRACT RENEWAL

The appointment will be initially for one year which may be extended for further one year, subject to performance of the Firm/LLP.

#### 5. TERMINATION

Termination for Default-

MeECL without prejudice to any other remedy under the Contract , for breach of contract by notice of default sent to the Firm/LLP, may terminate the Contract in whole or in part by giving One month's prior notice:

- a) If the Firm/LLP fails to conduct Internal Audit or provide Internal Audit Report within the respective periods specified in the Contract, or
- b) If the Firm/LLP fails to perform any obligation under the Contract.
- c) The MeECL may terminate the contract by giving 60(sixty) days notice without assigning any reason.

#### 6. DISPUTE RESOLUTION MECHANISM

Unless settled amicably, all disputes and differences shall be settled by the parties by arbitration. Unless otherwise agreed by both parties:

- (a) The dispute shall be settled under the rules of arbitration of the Arbitration & Conciliation Act, 1996,
- (b) The arbitration shall be conducted in accordance with the rules of the Arbitration & Conciliation Act,1996,
- (c) The arbitration shall be conducted in English.
- (d) The Chairman of MeECL will be the arbitrator for this purpose.

#### 7. AMMENDMENT TO THE BID DOCUMENT

7.1 At any time prior to the deadline for submission of the Bid or

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extended date ,if deemed necessary ,the MeECL reserves the right to add/modify/delete any portion of Bid document by issue of an amendment/addendum ,which will be send to all such bidders ,who have indicated their intention to bid. The MeECL will bear no responsibility or liability arising out of non receipt of the same in time or otherwise by the bidder. The MeECL shall assume that the information contained therein would have been taken into account by the bidder in its bid.

7.2 The Amendment(s) to bid documents shall be binding on all bidders.

7.3 In a scenario, where the interested bidder has already submitted its bid post which the MeECL issues an addendum/amendment to this bid document, then such bidders shall be allowed to submit addendum to the already submitted bid.

## 8. CONFIDENTIALITY

During the tenure of the engagement on or after the expiration, the Firm/LLP should not disclosed any proprietary or confidential information relating to the services of this engagement and other businesses or operations of the Corporation without prior written consent from the Authorities of MeECL.

*Signature*





### Documents checklist

(To be digitally signed and uploaded at the tender website along with the technical bid documents)

Sl. No.	Documents	Put tick (v)
1	Demand Draft/Banker Cheque for cost of tender	
2	Demand Draft/Banker Cheque for Earnest Money Deposit	
3	Latest Registration Certificate of the Firm issued by the Institute of Chartered Accountants of India or Certificate of Incorporation in case of LLP.	
4	In respect of Partners, Membership certificate of FCA/ACA as issued by the Institute of Chartered Accountants of India.	
5	Membership Certificate of the Qualified persons issued by the Institute of Chartered Accountants of India.	
6	Certificates/Mark-sheets of CA-Inter issued by the respective Institute as evidence of qualifications of Semi-Qualified Assistants.	
7	Copy of PAN Card and GST Registration of firms/LLP.	
8	Valid peer Review Certificate issued by ICAI (issued) on or before 31.03.2025.	
9	Valid DISA Certificate	
10	Experience of working as Internal/Statutory Auditor for last three financial years (2022-23, 2023-24, 2024-25) in at least three Electricity Generation/ Transmission/ Distribution company having minimum turnover of Rs. 100 Crore for the respective financial year for which audit done.	
11	Copy of Income Tax Return for last three years (2022-23, 2023-24, 2024-25) with the audited Statement of Profit & Loss Account.	
12	List of Qualified and Semi-Qualified Assistants of the Firm/LLP	

*Ok*



## FORMAT FOR APPLICATION

1. Name of the Firm/LLP:
2. Registration No. of the Firm/LLP:
3. Date of registration of the Firm/LLP:
4. Details of office:

Name and Address of Office	Date of Establishment	Contact number	Email

5. Details of Partners:

Sl. No.	Name of the Partner(s)	Membership No.	Qualification(ACA/FCA)	Date of joining the firm as a partner

6. Details of Qualified Assistants:

Sl. No.	Name of the Assistant(s)	Membership No.	Qualification(ACA/FCA)	Date of joining the firm as qualified Assistant	Supporting documents

7. Details of Partners/ Qualified Assistants with CISA/DISA

Sl. No.	Name of the Partner(s)/Qualified Assistant(s)	Membership No.	Certification course details-CISA/DISA(ICAI)	Date of joining the firm	Supporting documents

*OR*





**8. Details of Semi-Qualified Assistants:**

Sl. No.	Name of the Assistant	Whether CA-Inter	Date of joining the firm as a Semi-Qualified Assistant	Supporting documents

**9. Details of Experience of the firm in the Power Sector as Statutory Auditors/ Internal Auditors during the FY-2022-23;2023-24;2024-25.**

Sl. No.	Name of the Company/Unit	Turnover in Rs.(Cr)	Year of Audit	Type of Audit Completed (Statutory/Internal)	Supporting documents
					Relevant Experience Certificate

10. Peer Review Certificate issued by ICAI on or before 31.03.2025.

11. PAN No. of the Firm/LLP:

12. GST Registration No. of the Firm/LLP:

**Note:**

1. Documentary evidence in support of all the above information are to be furnished along with the RFP.

2. All pages of the terms & conditions and documents submitted are to be signed/sealed by the Authorised person along with the seal of the Firm/LLP.

Authorised Signature with Seal of the Internal Audit Firm/LLP.



**BANK DETAILS WITH AUTHORISATION FOR E-PAYMENT**

(Bidders shall submit this online)

- a. Name of the Bank:
- b. Branch of the Bank:
- c. IFSC Code of the Branch:
- d. Account Type:
- e. Account Number:
- f. City/Town:

Date:.....

Place:.....

Signature :.....

Name :.....

Seal :.....

Note: please enclose one cancelled cheque for E-Payment